DIVISION:	Road Services
SECTION:	Strategic Business Operations
DISCIPLINE/TITLE:	Map & Records Center/Engineer II
POS DESCRIPTION #:	EII-2014-012

SUMMARY: The Engineer II Technical Lead position will provide engineering related and technical support at the Road Services Division (RSD) Map and Records Center (MRC) to other work unit programs including Road Vacation, Geographic Information System (GIS), Road Log, departments within King County and external customers.

DUTIES:
1. Serve as RSD's Subject Matter Expert (SME) on management of Division records in compliance with the Public Records Act (PRA).
2. Serve as the Disposition Authority for RSD, affirming that the disposition of Division records complies with the PRA.
3. Respond to Public Record Requests (PRRs) and maintain documentation of the MRC's responses to those requests.
4. Per Washington State Archivist Retention Schedules, assign record series to Division records and assure they are retained as required by the state.
5. Maintain the MRC's online map vault that currently contains more than 200,000 images of engineering records.
6. Maintain and continue to develop the MRC's existing database system used in indexing and managing its documents.
7. Develop, implement, and maintain applications for processing engineering records.
8. Develop, implement, and maintain relational databases in Microsoft Access for the management of engineering records.
9. Develop data models for business processes.
10. Design complex forms and reports in Microsoft Access and Visual Basic for Applications (VBA).
11. Perform complex manipulation of images with Adobe Photoshop.
12. Develop, implement, and maintain JavaScript code for the automation of work processes in Adobe software products.
13. Develop, implement, and maintain Java code used in the bulk transfer of electronic image files to requesting parties.
14. Locate and interpret documents informing Right of Way (ROW) issues in support of Survey Unit, other internal groups, and external customers.
15. Provide technical assistance by phone and in-person, in the use of online GIS applications to locate ROW and parcel information.
16. Operate and troubleshoot large format scanning and printing equipment.
17. Provide research and technical support for the Division.
18. Locate, understand, and interpret engineering and survey documents, calculations, and legal descriptions.
19. Use ArcGIS to facilitate the support of internal and external customers to access engineering records.
20. Other duties as assigned.

QUALIFICATIONS:
- Bachelor's degree in Civil Engineering or Record Management and 4 years of experience; or the equivalent combination of education and experience that demonstrates one's knowledge of record keeping practices and methods
- Four or more years of experience developing, implementing, and maintaining relational databases in Microsoft Access, including form and report design that makes extensive use of VBA
- Two or more years of experience in the use of Adobe Photoshop including complex image editing and developing JavaScript code for the automation of Adobe software products
- Two or more years of experience providing customer service on technical subject material, over the phone and in person, to audiences of varying technical backgrounds
- Knowledge of engineering, survey, and project management techniques and principles
- Knowledge of King County Right-of-Way and land use issues
- Knowledge of ESRI ArcGIS software
- Skill in technical writing including procedures and user documentation materials
- Effective written and oral communication skills
- Analytical and decision-making skills
- Ability to research legal descriptions
- Ability to support MRC applications by writing Java code using JAI, JDBC, and Apache Commons JARs
- Ability to effectively handle frequently changing projects and team roles
- Ability to work in a team as well as a self-supported environment
- Demonstrated predictable and reliable attendance

Necessary Requirements:
- Valid Washington State Driver's License

WORKING CONDITIONS
- Work performed in the office and offsite at other Maintenance facilities.
- Must be able to comfortably and safely perform work on a ladder such as moving boxes to and from storage shelves.
- Required to sit, talk, listen and hear; frequently required to use hands to finger, feel or handle writing utensils, computer and office supplies which require repetitive arm, wrist and hand movement.
- Often required to stand and reach with arms and hands. Specific vision abilities include close, distant, color, and physical activity including but not limited to lifting up to 50 lbs at least waist height; carrying and moving objects.